

JOB DESCRIPTION

JOB TITLE: Local Health Nurse IV/Team Leader

GRADE: 20

JOB CODE: 2125

EST. DATE: 7-1-06

GENERAL FUNCTION: Performs work of considerable difficulty in this fully prepared level of nursing functions for individuals and families in the clinic or community setting. Requires the independent application of experienced judgment and skills in providing professional nursing services to clients served by the local health department in the clinic or community setting. Activities are carried out under general supervision in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), Administrative Reference (AR) and other relevant federal, state, and local guidelines. The nurse in this position has gained experience in the local health department, completed the training/educational sessions in the service areas of assignment and has become fully proficient in these areas of responsibilities. Serves as a nursing resource person for other nurses and medical staff in all service or specific programmatic areas, client eligibility requirements, service protocols, standards, scope of practice, and documentation requirements. Provides strong positive leadership among assigned LHNs and promotes a strong team orientation. Provides decreasing amount of time with direct client care, but an increased amount of time serving as a resource person and consultant to team members. May coordinate one or more programs.

COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:

When indicated and as needed, provides basic nursing care to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Identifies relevant and appropriate data and information sources.
3. Identifies health risks and implements risk reduction strategies for self and others.
4. Reports incidents according to proper procedures.
5. Refers to supervisor as needed.
6. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
7. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance
8. Uses the PHPR as a reference guide.

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9. Utilizes considerable awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
10. Demonstrates good understanding of the team process and functions as a team leader.

Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Listens to others and shares knowledge in a non-judgmental manner.
4. Communicates or disseminates information to staff.
5. Facilitates clear communication of expectations and accountabilities to staff.
6. Communicates team work-related information, concerns or problems to the Supervisor I.

Serves as a team leader, coordinating the work of a group of LHNs and other assigned staff.

1. Creates and maintains a high performance environment characterized by positive leadership and strong team orientation.
2. Provides overall management and guidance to specifically assigned programs.
3. Answers questions and facilitates role as a clinical expert and consultant.
4. Anticipates potential problem situations and intervenes to offset any adverse impact. Reports to the Supervisor I nurse, as indicated.
5. Maintains an environment of trust, fairness, consistency and confidentiality with diverse team members and with other client/family members.

6. Coordinates clinic flow, as needed, in the practice area.
7. Leads the team in identifying, distributing and balancing workload and tasks among employees in accordance with established workflow, skill level and/or occupational specialization.
8. Models effective clinical decision making skills.
9. Provides advice, counsel and instruction to nurses on both work and administrative matters.
10. Assists in teaching team building skills and techniques.
11. Serves as a liaison between LHNs and the supervisor/s.

When indicated and as needed, develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care, utilizing selected educational methods and materials that are appropriate to the language, reading level and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

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SUPERVISION RECEIVED: Receives moderate supervision by the Nurse Supervisor.

SUPERVISION EXERCISED: May supervise LHNs, PHNs, LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

JOB SPECIFICATIONS:

Knowledge:

- Considerable knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Considerable knowledge of the preparation of nursing care plans for individuals.
- Moderate level of knowledge of the team process.

Skills:

- High level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- High level of skill in interviewing and counseling clients.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.
- Moderate level of skill in managing work-related activities of assigned staff.

Abilities:

- Ability to understand the standard procedures and services of the local health agency.
- Ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to develop cooperative working relationships with other service providers and to function well as a team leader.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.

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MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing. Two (2) years of nursing experience in the LHD; and
Successfully demonstrated nursing competencies for the LHN II; and
Completed all of the job specific programmatic trainings as assigned and indicated in their position description.

Note: LHN IV/Team Leader having primary responsibilities with PHNs must have BSN degree.

NOTE: New classification as of 7-1-06.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.